



HILLCREST

AT SAFFOLD WAY

BOARD OF DIRECTORS MEETING

October 10, 2023 | 8:00pm | Zoom only

Minutes

Members Attending: Ben, Harvey, Rick, Fritz, Amir and Alexandra

Residents Attending: None

- Meeting called to order at 8:00 pm
- Minutes of 12 September 2023 meeting reviewed and approved
- Resident Comments/Concerns: None received.
- **OLD BUSINESS**
- Ben re: Fall tree work. Ben has a new estimate from Reston Tree Experts (RTE) for Fall work. Estimate includes taking down tree behind 11026 and one tree behind 11088) and is for \$5,600.00. Ben asked for a new estimate to include taking the other 2 trees down by 11088 and he expects that will increase RTE's estimate to about \$10,000.00. Ben asked RTE to provide price for and confirm availability to help with Cluster Cleanup (CC) on 28 October.
- Amir recapped curb cuts and repainting work. All work is done and it went well. Amir has received a lot of positive feedback. Amir has reconsidered his recommendation to do crack sealing on the roadway and now recommends we hold off on that until next year.
- Alexandra provided an update on trash collection, parking/vehicles and signs. Alexandra has 3 responses to our request for bids for a new contract to begin next spring when our current contract expires. American has not provided an amendment to our current contract addressing the change in services; they want to do a 1-year contract instead of an amendment. Rick pointed out that not having bids or estimates has made it more difficult to develop the 2024 budget and to track anticipated expenses through the end of the year. Alexandra offered that one of the responses she received from Patriot was for +/- \$51,000.00/year. She also received a 3rd response from another company which was lower than Patriot's bid. Alexandra will get a new bid/estimate for 2024 from American (our current trash contractor). Regarding vehicles and parking, Alexandra has 17 vehicles she is watching with license plates or safety inspections close to expiration. Two of those are already expired. Alexandra will revisit those she is watching this weekend and tag or warn the owners as needed. Alexandra mentioned a 90-day grace period but after some discussion we believe that was during COVID but no longer valid. All expired tags and inspections stickers must be tagged and towed. Ben explained his recommended process, i.e. tag with a 10-day grace period then tag again 7 days after the first one and then tow when the grace period is completed if the out of date tag or sticker is not updated. Regarding signs, Alexandra will once again ask Larry to replace the small "4-way" signs at the 4-way stop intersection. Also, first sign at cluster entrance is showing wood rot at the top of the post. The board agreed that she should go ahead and have Larry replace that post and paint it Oxford Brown.
- Fritz updated his project to replace the basketball goal. He is gathering prices for a new goal that is height adjustable and installation of that plus removal of the old goal and its post. Fritz feels the new goal should be installed on the side of the basketball court farthest from the roadway to

reduce the number of stray balls that bounce onto the roadway. He is working within the budget the board approved for this last month.

NEW BUSINESS

- Ben provided an update on legal actions against the two homeowners who have not paid their dues for last year or this year. Legal counsel pointed out that the final due date for payment for this year expires in October and they will wait until after that date before initiating legal action.
- Rick updated dues receipts; no 2022 or 2023 late payments have been received to date. Rick also presented his summary of 2023 financials to date plus his first estimate for the 2024 budget. His estimates lacked input re: our two largest contracts for lawn maintenance and trash collection. After some discussion in which Ben and Alexandra provided their best guesses about 2024 costs for trash and lawn maintenance and the board agreed to include an estimate for 2024 for trash at \$45,000.00 per year and for lawn maintenance at \$50,000.00 per year. Rick agreed to incorporate these estimates and revise other budget line items to avoid having to increase dues for 2024. Rick will forward his revised budget to all board members. A copy of the revised budget is attached to the copy of these minutes provided to the board members as it is not yet finalized for publication to all homeowners.
- Ben raised the question of when we should have the annual meeting. The second Tuesday, our normal monthly meeting date, is 12 December. A discussion was had regarding possibly moving it to another day of the week. Ben is going to check the Cluster By Laws to see if there is a required date and check with Reston Association regarding availability of the room at Lake Anne where the meeting will be held. Subsequently, Ben confirmed that the room is available on Tuesday, 12 December that that is the date the annual meeting will be held. Ben will draft the letter to be mailed out to all homeowners and forward to Harvey and/or other board members for review and editing before it is finalized and sent out.
- Rick updated discussion regarding board members doing a walk around inspection of homes for maintenance violations. The board agreed that we would do one of the Saffold Way neighborhoods at a time beginning on Saturday, 21 October at 9:00am. Rick will send out more information to all board members re: where we meet at and which neighborhood we will do first.
- Harvey briefed plans for Cluster Cleanup. The board agreed that Saturday, 28 October will be the date for Cluster Cleanup, from 9:00am till noon. Coffee and doughnuts will be provided. Rick suggested adding to the work list having people gather up twigs and sticks laying around, bagging the small ones and dragging large ones to the curb for Blade Runners to pick up and take away. Also, in Lower Bridges area there are trees being overtaken by ivy vines and the vines need to be cut. Also in Lower Bridges, there is a significant patch of bamboo that needs to be removed as it is an invasive species and banned by Reston Association. Harvey will send out notices to all residents and owners re: the schedule and plans.

OPEN DISCUSSION

- Amir raised the issue of the Stormwater Remediation Plan. The “must have” items have been completed but there are still 3 remaining “nice to have” items to be considered. Rick felt the nice to have items could be deferred further and he proposed a new project to be addressed first. The board agreed that Amir and Rick should revisit the plan and Rick’s new project and provide their results to the board next month.
- Adjourn
 - Meeting was adjourned at 9:28 pm.
- Next Meeting:
 - Next meeting will be at 8:00pm, Tuesday, 14 November 2023

SUMMARIZED ACTION ITEMS:

- **Ben —**
 - **Follow up with Blade Runners re: their payment in support of the picnic.**
 - **Get with Reston Tree Experts re: their revised estimate for fall tree work to be scheduled and accomplished in 2023, to include all trees behind 11088 plus the one behind 11026. Provide updated estimate to Rick for budget input, to Harvey to facilitate notification to residents of the date work will be done and to all board members FYI.**
 - **Follow up with legal counsel after October re: dues non-payment and initiate appropriate legal action; inform board members of actions taken.**
 - **Draft letter to be mailed out to all homeowners re: annual meeting, board elections, etc. and forward to board members for review.**
- **Amir —**
 - **Work with Rick on updating and revising new edition of the Stormwater Remediation Plan including proposed schedule.**
- **Rick —**
 - **Revise the proposed 2024 budget incorporating updated input for lawn maintenance and trash collection. Provide copy to all board members.**
 - **Work with Amir on Stormwater Remediation Plan.**
 - **Develop proposed schedule for beginning neighborhood/home inspections this fall and notify board members where to meet.**
- **Harvey —**
 - **Send out notifications to all residents and homeowners re: Cluster Cleanup.**
- **Alexandra —**
 - **Contact American Trash and get from them their proposed 1-year contract modification for the period June 2023 - May 2024 with new service schedule and rates and forward to Rick for inclusion in the budget.**
 - **Also ask American Trash for their proposal for a new 5-year contract beginning in June 2024.**
 - **Reach out to American regarding getting a communal trash can at the basketball court and how to enable it being emptied weekly when they pick up trash.**
 - **Walk the cluster and tag all vehicles with expired license plates and/or safety inspections. Notify all board members if any vehicles are towed.**
 - **Follow up on getting the small “4-way” signs at the 4-way stop intersection replaced.**
 - **Have Larry replace the post on the first signs at cluster entrance and paint it Oxford Brown**
- **Fritz —**
 - **Get estimates for new adjustable basketball goal including installation and removal of the old goal and post. If estimates are within the budget approved by the board last month, schedule the work to be done during 2023 so it can be paid for from this year funds.**